




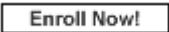
DIVERSITY AWARENESS TRAINING NAVY KNOWLEDGE ONLINE COURSES



The Diversity Awareness Training offered by Navy Knowledge Online provides supervisors and managers an opportunity to explore diversity and how it relates to them and the workplace. The Navy Knowledge Online courses listed below, give managers and supervisors a broad overview of diversity and examines diversity from a leadership perspective.



- **Diversity in the Workplace**
- **Organizational Inclusion**
- **Workplace Diversity**
- **Communication and Diversity Adoption**
- **Managing Diversity and Inclusiveness Simulation**
- **Management Skills for the Diverse Work Force**
- **Culture and Behavior**
- **Corporate Culture and Diversity**


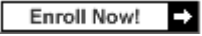




COURSE TITLE:	DIVERSITY IN THE WORKPLACE
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>Did you know that: 1) Hispanics are the second largest culture in the United States? 2) Over 80% of working age women are in the labor market? 3) California and New Mexico are the most ethnically diverse states in the U.S.? This course emphasizes the reality and importance of diversity in today's workplace. By taking it, learners will understand and appreciate all types of people and what they bring to your organization. Through a series of self-assessments, case studies, and role plays, learners have the opportunity to explore who they are and what they believe about others. Learners will also determine how to create a workplace that is accepting and appreciative of all types of employees. This SkillSoft product has been reviewed by the Employment Practice Group of Sheehan Phinney Bass + Green. As of the date reviewed, the content of this course is in compliance with federal law and court decisions.</p>
TO TAKE COURSE ON-LINE	<p><u>Step by step instructions to access training on NKO (Existing User):</u></p> <ol style="list-style-type: none"> 1. Go to the NKO website at https://wwwa.nko.navy.mil/portal/splash/index.jsp, enter your NKO Username and password to login, click the  icon. 2. Under the <i>Learning</i> heading, click the <i>Navy e-Learning link</i>. 3. Under the <i>Content</i> heading, click <i>Browse Categories</i>. 4. Click <i>SkillSoft Business and Simulation Courses</i> 5. Click <i>Finance, Human Resources and Administration</i> 6. Click <i>Human Resources</i> 7. Click <i>Management Diversity and Inclusiveness</i> 8. Click on the course(s) of your choice. 9. Click the  icon. 10. Complete course(s) and print certificate
LENGTH:	3.5 hours
COST:	None
POC:	301-757-4119


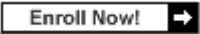
COURSE TITLE:	ORGANIZATIONAL INCLUSION
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>"We tried diversity, and it didn't work!" "If anything, people became more biased against co-workers." "I did meet some interesting people, but otherwise it was a big waste of time." If you've heard statements like these about diversity programs at your workplace, you're not alone. One of the major reasons why organizational diversity programs fail is that the programs work to include some groups to the exclusion of others. A true diversity program values the differences of all employees, not just those who fall into predetermined "minority" groupings. This concept is called inclusiveness. In this course, you'll discover what happens to programs that do not encompass inclusiveness as part of their objectives. Determining techniques for making employees feel a sense of belonging makes up part of the course. Additionally, you'll learn the importance of an organization's vision and mission statements formulated with diversity and inclusiveness in mind. Exploring a diversity success model that includes reinforcement of values completes the course. You'll find out ways to help your organization implement and reinforce a successful program of diversity and inclusiveness where everyone's the winner.</p>
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LENGTH:	5.0 hours
COST:	None
POC:	301-757-4119



COURSE TITLE:	WORKPLACE DIVERSITY
VENDOR:	Navy Knowledge On-Line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>What is diversity? What constitutes a diverse workforce? If you were to take a survey, chances are that you would find the answers to these two questions as "diverse" as the people you survey. The fact is that most workplaces are becoming increasingly diverse as people from different genders, races, cultures, ethnic origins, and lifestyles find themselves working together. Perhaps your organization is just now encountering the effects of a diverse workforce. Or, maybe your organization is trying to overcome the changes wrought by diversity. The bottom line is you can't deal with it if you don't understand it, and that's exactly what Workplace Diversity does--helps you understand what diversity is all about! You'll learn what diversity is and how the demographics of the workforce and the marketplace affect your organization and how it does business, both internally and externally. You'll find a growing understanding of how diversity might be valued in your organization. Finally, you'll discover the impact that diversity may have already had on your organization.</p>
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LENGTH:	4.0 hours
COST:	None
POC:	301-757-4119

COURSE TITLE:	COMMUNICATION AND DIVERSITY ADOPTION
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>Organizations can recruit and hire employees to create a diverse work force. Managers can build teams with diversity in mind. However, organizations can't thrive on diversity if employees don't know how to communicate with one another. This course, Communication and Diversity Adoption, emphasizes the influence communication styles, methods, and strategies have on successfully implementing and maintaining diversity programs. These successful programs depend on how organization employee's react to adopting them, and the adoption process begins with how the change to a diverse work force is communicated to key employee segments within an organization. You'll discover how the biases of different employee segments can be used to assist the buy-in to your diversity programs. You'll also find out what types of communication challenges you might expect. Key variables for communication based on the five employee segments are addressed. Ultimately, you'll find out how to use both the formal and informal communication networks within your organization to promote and maintain a successful, diverse work force.</p>
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LENGTH:	5.0 hours
COST:	None
POC:	301-757-4119

COURSE TITLE:	MANAGING DIVERSITY AND INCLUSIVENESS SIMULATION
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>Just how do managers handle diversity issues? Are there specific skills required? What methods and policies have been successful in handling diversity issues? How do managers overcome barriers to diversity? These are just some of the questions that come to mind when organizations notice their workplace becoming more and more diverse. The Managing Diversity and Inclusiveness Simulation provide participants with the opportunity to explore the answers to these questions and practice strategies and techniques for managing a diverse team. Faced with integrating a diverse workforce, participants will examine the tensions and issues that arise despite the implementation of a well-intentioned diversity program. Once the problems and barriers are understood, participants will be charged with re-aligning company assumptions with corporate values, creating a culture that is both accepting of and empowered by its diversity. Finally, participants will employ methods for permanently embedding cultural change. This simulation is based on the SkillSoft series "Managing Diversity and Inclusiveness" and contains links to the following SkillSoft courses: HR0142, HR0143, and HR0145. It is intended primarily for use by American audiences as the content contained within references diversity policies commonly employed by businesses in the United States. Duration=0.5</p>
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LENGTH:	0.5 hours
COST:	None
POC:	301-757-4119

COURSE TITLE:	MANAGEMENT SKILLS FOR THE DIVERSE WORK FORCE
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>Just how do managers handle diversity issues? Are there specific skills required? What methods and policies have been successful in handling diversity issues? These are just some of the questions that come to mind when organizations notice that their workplace is becoming more and more diverse. Management Skills for the Diverse work force offers you information about planning and implementing diversity leadership training for employees at all levels of the organization. You'll learn about recruiting new personnel from alternative pools of applicants in order to find the best employees for a diverse work force. You'll find out how to plan an orientation program that emphasizes respect for diversity. Additionally, you'll discover what mentoring programs can and cannot do in promoting diversity programs. Finally, you'll receive suggestions for ways to manage specific diversity issues common to many of today's organizations.</p>
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LENGTH:	5.5 hours
COST:	None
POC:	301-757-4119

COURSE TITLE:	CULTURE AND BEHAVIOR
VENDOR:	Navy Knowledge On-line
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>What are the fastest growing groups of workers entering the U.S. work force? What role does awareness training play? Is there such a thing as bad diversity training? These are just three of the myriad of questions asked by employees at all levels within an organization--but what are the answers? This course is aimed at letting you know what has been found out about diversity training so far. Since diversity programs aren't that old, experts don't have all the answers; but they have learned some of the methods and strategies that don't work. The good news is that they've also learned some of the plans and activities that do work. You'll discover some differing cultural norms that you may not even be aware of in your own organization. You'll also learn what diversity audits are, and why and how they are used. Preliminary strategies for increasing cultural awareness and sensitivity are addressed. Finally, methods for dealing with cultural differences offer additional ideas about what works and what doesn't.</p>
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LENGTH:	3.0 hours
COST:	None
POC:	301-757-4119

COURSE TITLE:	CORPORATE CULTURE AND DIVERSITY
VENDOR:	Navy Knowledge Online
LOCATION:	www.nko.navy.mil
DESCRIPTION:	<p>Has your organization tried implementing diversity programs only to have them backfire? If the answer is yes, maybe the planners and implementers didn't have the information they needed about the impact that organizational, industry, and national culture can have on the success of any program that involves change. In this course, you will discover the three levels of corporate culture, one so invisible that it often takes an outsider to point it out. Moving on to industry and national cultures, you'll find out how the strategy behind your company's business objectives can explain diversity issues and forecast future problems for implementing or maintaining diversity programs. Did you know that organizations go through life cycles, too? You'll learn how the ability to change is often related to one of the six life-cycle stages of a company. Ultimately, you'll discover five core ingredients of organizational culture.</p>
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LENGTH:	3.0 hours
COST:	None
POC:	301-757-4119